



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Health Program Coordinator

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs work of considerable difficulty in managing and coordinating all public health programs and activities within the Navajo County Health Department; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises staff and specific educational program(s) on topics such as tobacco use, seat belt safety, prenatal care or nutrition. Holds staff meetings regularly.
- Educates clients as to available resources and assistance in the County for health needs.
- Completes records and reports; submits reports to the department for review. Reviews and reports goals and progress toward the goals. Prepares reports regarding health programs and planned courses of action.
- Meets with coalitions, businesses and community members for obtaining program needs and to coordinate resources or provide resources for them to implement health programs.
- Reviews programs' budgets, assesses and plans future financial needs and spending for the health programs.
- Distributes program money for events and promotional activities; orders program supplies.
- Coordinates with staff of other similar health programs within the community.
- Provides training to new staff and ongoing educational development for program staff.
- Reviews class activities, services provided, action plans, and attendee and class reports.
- Attends meetings and events regarding health issues to stay current.
- Plans and holds one or more community event per year for health related education and awareness.
- May provide program information to the media for promotional reasons or for current news broadcast.

Knowledge and Skills:

- Knowledge of county health standards and programs, applicable laws, statutes and public health agencies.
- Knowledge of communicable diseases or sources of injury and prevention methodology.
- Knowledge of grants administration and program management.
- Knowledge of principles and practices of supervision.
- Skill in delivering public health programs and information through classroom settings or large events.
- Skill in maintaining accurate and timely documentation and records.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Desirable Qualifications:

High School diploma or G.E.D.; AND three years experience working in a health field with one year of general office experience; AND supervisory experience preferred; AND a valid driver's license.